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| Create a Booklet in Word 2007 |
| http://www.cpsb.org/System/TechDepartment/tech_connect/Images/word_07_icon.jpgHave you ever wanted to make a little book or booklet for you students? Or, have you ever wanted your students to create a book or booklet as a class project? It's really not that hard. Just follow these simple steps to set up a Word document for printing booklets:   |  |  | | --- | --- | | 1. | Start with a new or existing document. Keep in mind that you will need to revise the elements in an existing document to fit on pages that are one-fourth the size. For example, pictures and font sizes may need to be smaller. And the contents of tables may need to be reworked. | | 2. | On the **Page Layout** tab, click the **Page Setup** dialog box launcher, and then enter the following settings: | |  | * **Margins**: By default, margins are one inch. Decrease the top, bottom, inside, and outside margins to at least 0.5 inches to give you more usable space on a page. (The inside and outside margins are the spacing between the text and the left and right edges of the page.) Also, add a gutter margin of 0.25 inches. The gutter is the space between the two facing pages (where the fold is). * **Multiple pages**: Select **Book fold** to set up your document to print in landscape page orientation with two booklet pages on each side of a sheet of paper. * **Sheets per booklet**: Select the number of pages in your booklet, or select **All** or **Auto**. Note that because there are four booklet pages per sheet of paper, the options are in multiples of four. | | 3. | Click **OK**. |   Now, how would I print that booklet?   |  |  | | --- | --- | | 1. | When you are ready to print your booklet, click the **Microsoft Office button**, point to **Print**, and then click **Print**. | | 2. | If your printer automatically prints on both sides of the paper, click **OK** and printing starts. | | 3. | If your printer does not automatically print on both sides of the paper, select **Manual duplex**, and click **OK.** After the first side of the paper prints, feed the paper back into the printer and click **OK** to print the other side. Make sure to place the paper in your printer correctly so that it prints facing in the right direction. Try printing a test run first. | | 4. | Place your pages together, and bind them with staples, ribbon, or glue. Then, fold your pages down the middle. | |